

Family and Morale, Welfare, and Recreation (FMWR)  
ATTN: Community Recreation Outdoor Recreation Program  
1520 Freedman Drive, Suite 200, Room 148  
Fort Detrick, Maryland 21702-5016

SUBJECT: Nallin Farm Pavilion Reservation Form

1. Name of unit or organization:

2. Name of requestor:

3. Contact information of requestor:

(Work)

(Home)

(Fax)

4. Mailing address of requestor or organization:

5. Pavilion requested. Please mark an "X" at one or more of the following: (Active Duty Military personnel and all Command Sponsored military functions are exempted from paying user fees).

\_\_\_\_Pavilion #1 (near grills, 100+ people) \$50.00 user fee charge.

\_\_\_\_Pavilion #2 (near grills, 50 people) \$25.00 user fee charge.

\_\_\_\_Pavilion #3 (near playground, 50 people) \$25.00 user fee charge.

6. Date requested:

7. Time requested (start to finish):

8. Number of people expected:

**\*\*\*\* PLEASE INITIAL AFTER READING EACH ITEM TO ACKNOWLEDGE YOU HAVE READ AND UNDERSTAND EACH POLICY. \*\*\*\***

a. This reservation is valid only for the date indicated. If you wish to cancel your reservation, you must notify FMWR in writing (email acceptable) 14 work days prior to the date of the reservation in order to obtain a refund.

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b. As the requestor/sponsor of this event, I must be in possession of this memorandum at all times while utilizing pavilion(s) to verify my reservation. Failure to adhere to this policy may result in forfeiture of reserved pavilion(s). Initials\_\_\_\_\_

c. The facility/area being utilized is being provided to all guests free of charge, and at no time before, after, or during the event will any guests be charged a fee for their attendance. Fundraising is not permitted at my event unless the Garrison Commander or Director of FMWR gave approval. Initials\_\_\_\_\_

d. Any participant drinking or in possession of alcoholic beverages at my event, must be 21 years of age or older. Alcoholic beverages other than malt beverages or wine are prohibited. I am responsible to ensure designated drivers are provided. Initials\_\_\_\_\_

e. Music must be played at reasonable noise levels so as not to disturb other picnickers/residents/facility users. Bands must have special approval from the Garrison Commander or his representative. Initials\_\_\_\_\_

f. All vehicles driven into the area for the purpose of loading/unloading will be removed immediately upon completion of this task. Vehicles are not permitted at any time to park on seeded or grassy areas at Nallin Farm Recreation Area. Overflow parking is in the field area near the softball fields. Initials\_\_\_\_\_

g. I am responsible for policing the pavilion and surrounding area used prior to the departure of my group. Fort Detrick understand has a Carry-In and Carry-Out trash policy at Nallin Farm Recreation Area.

ALL TRASH AND DISPOSALABLE ITEMS MUST BE CARRIED OUT OR PLACED IN THE CENTERALLY LOCATED DUMPSTER. RECYCLABLE CONTAINERS MUST BE SEPERATED FROM TRASH AND PLACED PROPERLY IN THE RECYCLE TRAILER LOCATED IN PARKING LOT OR TAKEN HOME. ALL COALS MUST BE REMOVED FROM GRILLS AND PLACED IN THE DESIGNATED COAL CAN. Initials\_\_\_\_\_

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h. I will clean up and dispose of my pet droppings.

Initials\_\_\_\_\_

i. As the requestor, I am responsible for the actions of my guest. I will ensure my guest adhere to all Fort Detrick regulations and Nallin Farm Recreation Area policies and cooperate with any authority figure who may present themselves (Military Police, Senior Officer or Non Commission Officer). Initials\_\_\_\_\_

j. No food and drink items can be sold without prior approval of the Director of FMWR. Initials\_\_\_\_\_

k. Pavilion use and the Nallin Farm Recreation are from sunrise to sunset. This means my group must leave the pavilions at dark unless special permission is granted. Initials\_\_\_\_\_

l. Unit Commanders must approve and sign FMWR Pavilion Reservation Request Form for Unit Parties. Initials\_\_\_\_\_

REQUESTOR SIGNATURE:

RANK/GRADE OF REQUESTOR: